

_____ **RECORD HAS BEEN RETURNED**

_____ **VERBALLY CONFIRM RECORD HAS BEEN RETURNED TO TRIAL COURT (Civil Cases)**

_____ **TIMELY FILING OF BRIEF**

An untimely brief may be rejected under **Rule 27(e)**. If a brief is untimely, a motion under **Rule 26** will be mandatory for permission to file a late brief.

_____ **CORRECT NUMBER OF COPIES**

1. Supreme Court: **10** copies, one containing original signature
2. Court of Appeals: **8** copies, one containing original signature

_____ **LENGTH** (Excluding Addendum)

1. Appellant, Appellee/Cross-appellant: **50** pages
2. Appellant's Reply: **25** pages
3. Appellant/Cross-appellee Reply: **25** pages + **any add'l pages not used in 1st brief** (Total = 75 pages)
4. Appellee/Cross-appellant Reply: **25** pages + **any add'l pages not used in 1st brief** (Total = 75 pages)
5. Guardian ad Litem or Intervenor: **50** pages
6. Amicus Curiae: **50** pages

_____ **SIZE AND BINDING**

_____ **PRINTING REQUIREMENTS**

1. Proportionally spaced typeface must be **13-point** or larger for both text and Footnotes; mono-spaced typeface may not contain more than 10 characters per inch.
2. Print on both sides of the page.
3. Double-spaced; 1 ½ spacing is unacceptable.
4. 1" margin on all sides

_____ **COVER REQUIREMENTS**

1. Color: Appellant: **Blue** Appellant/Cross-appellee Reply: **Gray**
Appellee/Cross-appellant: **Red** Appellee/Cross-appellant Reply: **Gray**
Amicus, Intervenor, Guardian: **Green**
2. _____ Name of counsel and parties represented
 - a. Counsel filing brief on **lower right**
 - b. Opposing counsel on lower left

_____ **CONTENT REQUIREMENTS - IN ORDER STATED**

_____ List of all parties

_____ Table of Contents with page references

_____ Table of Authorities

_____ Jurisdictional Statement (**Mandatory for Appellant**)

_____ Statement of Issues & Standard of Review (**Mandatory for Appellant**)

1. Citation to record showing issue preserved in Trial court; **or**
2. Statement of grounds for seeking review of issue not preserved in Trial Court

_____ Constitutional or Statutory Provisions

_____ Statement of Case (**Mandatory for Appellant**)

_____ Statement of Facts

_____ Summary of Argument

_____ Argument

_____ Conclusion

_____ Signature of counsel of record OR party if Pro Se

_____ Proof of Service

_____ Addendum: Findings of fact; memorandum decision; final order; Court of Appeals opinion when Petition for Certiorari is granted (**Mandatory for Appellant**)